

NIH TELEPHONE SERVICE REQUEST

**Do Not Use This Form For NEW LINES, EQUIPMENT or Any Service That Incurs Additional Charges
Your Administrative Officer is Required to Submit a DelPro When Additional Charges Apply**

To: Chief – Telecommunications Infrastructure Branch Division Of Network Systems & Telecommunications 6120 Executive Blvd., Room 300 Rockville, MD 20852 Call: 301-594-6248 TTY: 1-800-438-8832 FAX This Form to: (301) 594-9412 -	1. From (IC) NIH Only 2. Date Service Desired
3. IC Order Number (optional –Internal Tracking Number)	4. BAC Number 5. Location Group Number
6. On Site Contact (PLEASE PRINT CLEARLY)	7. Building 8. Room Number
9. Telephone Number FAX Number	10. E-Mail (optional)
11. Describe Communications Service To be performed : (Attach Floor Plan If Applicable)	
12. Name of Individual Requesting Service: (PLEASE PRINT CLEARLY)	
13. Signature and Printed Name of Administrative Officer An Administrative Officer's Signature is Required Print Name here:	14. Date
FOR TELECOMMUNICATIONS USE ONLY	
Specialist Assigned:	Remedy Ticket ID #:
Remarks	Visit the DNST-TIB Web at: http://www.cit.nih.gov/dnst/DNSTweb/telephone.html